



Indiana Professional Standards Board

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To: Superintendents, Licensing Advisors, District Facilitators
From: Marie Theobald, Executive Director; Shawn Sriver, Licensing Director; Judy Miller, Assessment Director
Date: November 14, 2003
RE: Instructions and Process for Beginning Administrators with Rules 2002 Licenses

Sections I-III refer to all individuals who receive a Rules 2002 administration and supervision initial license and are employed in an administrator position during the 2003-2004 school year. In order for these administrators to receive the five-year proficient practitioner license, they will need to complete the requirements outlined in **Section I-III**. **Section IV** refers to individuals who receive Rules 2002 initial licenses during the 2003-2004 school year, but who are not employed in an administrator position.

Section I: Requirements

- Each person will be assigned a mentor by the superintendent.
- Each person will be required to complete an assessment program during the second-year (2004-2005 school year). **This assessment will not be a portfolio.**
- Details of this assessment will be available in the late spring of 2004. Nobody will be penalized for delays in the details of this assessment. Administrators will not be required to complete any part of the assessment in their first year (2003-2004 school year).

Section II: Mentor Selection

The superintendent will select the mentor for the beginning administrator. The mentor:

- Should be an IPSB trained mentor or be willing to attend one of the IPSB training sessions in early 2004. (The list of already IPSB trained mentors will be available on request.)
- Details of the 2004 training session, including dates, time and location will be e-mailed to all mentors around the first of the year.
- Must be from outside the employing school district.
- Must have experience in the similar position and must hold the same license.
- Must have three or more years of experience as an administrator.
- May be a recent retiree (no more than four years since the last date of employment).

Section III: Instructions/Process for Signing Up for Mentorship Program

The administrator and the mentor will be identified in the same way that new teachers and their mentors are identified. In this program:

- New administrators will enroll by completing the enrollment form for the Beginning Teacher Assessment Program, the same enrollment form that teachers use.
- Mentors for administrators will receive the \$600 stipend per year for their service just as teachers do.
- All payments for stipends will follow the same guidelines that are followed in the Beginning Teacher Assessment Program.
- The enrollment form may be found on the website at www.in.gov/psb/beginningteachers/EnrollmentForm.doc.

Section IV: Administrators Who Receive Rules 2002 Licenses But Are Not Employed as Administrators During the 2003-2004 School Year

- These individuals will not begin the two-year assessment program, including the mentorship, until their first year of employment as an administrator.
- These individuals may renew their initial licenses at the two-year and four-year points from the date of issue by completing the appropriate paperwork. These renewals will not require continuing education.

If you have any questions about the Rules 2002 initial administration license, please contact us at 317-232-9010 or at ssriver@psb.state.in.us, or jmiller@psb.state.in.us, or mtheobald@psb.state.in.us.

If Indiana students are to achieve high standards, there must be competent, caring, and qualified educators to get them there.